



## Faculty Senate

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East Carolina University

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140 Rawl Annex Building • Greenville, NC 27858-4353

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252-328-6537 office • 252-328-6122 fax

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[facultysenate@ecu.edu](mailto:facultysenate@ecu.edu) • [www.ecu.edu/fsonline](http://www.ecu.edu/fsonline)

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April 29, 2010

Chancellor Steve Ballard  
East Carolina University  
Spilman Building

Dear Dr. Ballard:

On April 20, 2010, the Faculty Senate adopted the following resolutions for your consideration. Details on the resolutions are either attached or linked electronically.

- 10-46 Formal faculty advice on the Administrative Serious Illness and Disability Leave for Faculty policy (attached).
- 10-47 Proposed additional revisions to the *ECU Faculty Manual*, Part V. Academic Information, Section II. Academic Facilities, C. Emergency Action Plan (attached).
- 10-48 Proposed revisions to the *ECU Faculty Manual*, Part VI. Section VII. C. Serious Illness and Disability Leave for Faculty Policy (attached).
- 10-49 Curriculum matters contained in the minutes of the March 25, 2010, and April 8, 2010, meeting (linked electronically).
- 10-50 Approval of Foundation Curriculum Course for Arts, ART 1250: Digital Photography for Non-Art (SOAD) Majors (linked electronically).
- 10-51 Approval of Foundation Curriculum Course for Humanities, CLAS 1500 Classical Mythology (linked electronically).
- 10-52 Additional Proposed Revisions to the *ECU Faculty Manual*, Part V. Academic Information, Section I. Academic Procedures and Policies, New Subsection: Final Examinations (attached).
- 10-53 Proposed revisions to the *ECU Faculty Manual*, Part V. Academic Information Section I. Academic Procedures and Policies, Subsections K. Office Hours and L. Ordering Textbooks and Collateral Material (attached).



- 10-54 Proposal for a Certificate in Community Health Center Administration, Department of Public Health, in the School of Medicine and Department of Health Services and Information Management, in the College of Allied Health Sciences (linked electronically).
- 10-56 Proposal for a Certificate in Hydrogeology and Environmental Geology, Department of Geological Sciences, College of Arts and Sciences (linked electronically).
- 10-57 Proposal for a Certificate in Teaching English to Speakers of Other Languages (TESOL), Department of English, College of Arts and Sciences (linked electronically).
- 10-58 Request for discontinuation of the Departmental Certificate in Spanish, Department of Foreign Languages and Literatures, College of Arts and Sciences (linked electronically).
- 10-59 Request to add a new Special Education Concentration to the Master of Arts in Teaching Program, Department of Curriculum and Instruction, College of Education (linked electronically).
- 10-60 Request to add two new concentrations entitled Software Design and Development and Software Project Management and Quality Assurance to the Master of Science in Software Engineering, Department of Computer Science, College of Technology and Computer Science (linked electronically).
- 10-61 Notification of Intent to Plan a Master of Science in Health Informatics and Information Management, Department of Health Services and Information Management, College of Allied Health Sciences (linked electronically).
- 10-62 Request to change the name of the Bachelor of Science degree in Health Education and Promotion to Bachelor of Science in Public Health, College of Health and Human Performance (linked electronically).
- 10-63 Proposed revisions to the *ECU Faculty Manual*, Part V. Academic Information Section I. Academic Procedures and Policies, Subsection X. Student Conduct (attached).
- 10-64 Proposed revisions to the *ECU Faculty Manual*, Part V. Academic Information Section I. Academic Procedures and Policies, Subsection V. Student Advising (attached).



Memorandum  
April 29, 2010  
Page 3.

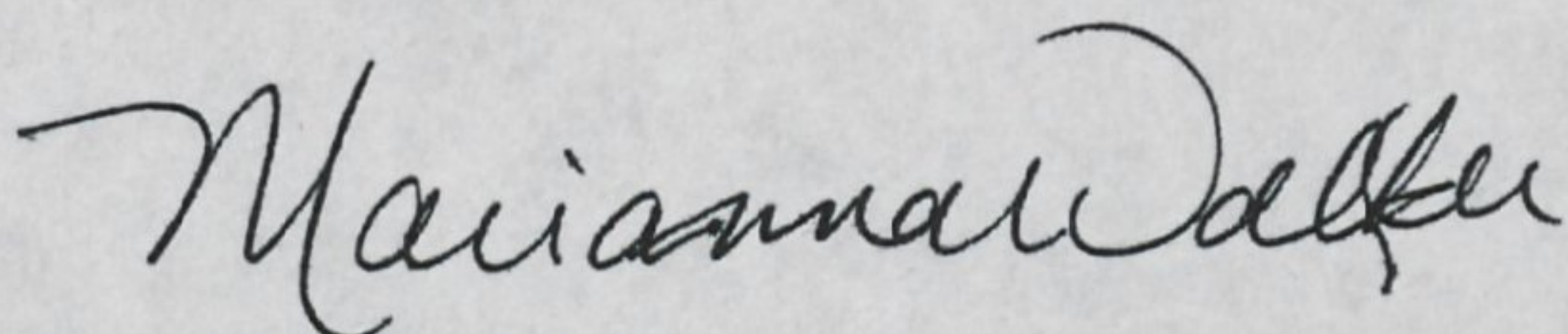
10-65 Proposed revisions to the *ECU Faculty Manual*, Part XIII. Promotion and Tenure Timeline (attached).

The Faculty Senate also acted on the following item that was forwarded to you earlier in the week due to its urgent nature.

- ✓ 10-55 Request for Authorization to Plan a PhD in Epidemiology, Department of Public Health, School of Medicine (linked electronically).

Thank you for your consideration of the above mentioned resolutions.

Sincerely,



Marianna Walker  
Chair of the Faculty

copy via email

Faculty Officers

Marilyn Sheerer, Provost and Vice Chancellor for Academic & Student Affairs

Phyllis Horns, Vice Chancellor for Health Sciences

Deirdre Mageean, Vice Chancellor for Research and Graduate Studies



**FACULTY SENATE RESOLUTIONS**  
**APPROVED AT THE APRIL 20, 2010, MEETING**

Faculty Senate Resolution #10-46

Formal Faculty Advice on the Administrative Serious Illness and Disability Leave for Faculty policy (renamed Faculty Serious Illness and Parental Leave policy).

Additions are noted in **bold** print and deletions in ~~striketrough~~.

Faculty Serious Illness and Parental Leave  
POL # (To be done by Legal)  
PRR General Subject Matter (Leave blank. To be done by Legal)  
Authority: Board of Trustees

History: Policy on Serious Illness and Disability Leave for Faculty first approved by ECU Board of Trustees effective May 6, 2005; Last revised: [date inserted after Board's approval of revision]

Related Policies: UNC Policy Manual 300.2.11—Policy on Serious Illness and Disability Leave for Faculty; ECU *Faculty Manual*, Part VI, Appendix C, Appendix D, and Appendix I; federal Family and Medical Leave Act [insert appropriate reference upon decision on ECU's faculty FMLA policy]; North Carolina Family Illness Leave Act

Additional References: UNC Policy Manual 300.2.11[G] [insert UNC policy manual link]; (insert HR Benefits link—includes direct link to FMLA and NCFIA)

Contact for Info: Director of Benefits, Human Resources (328-9825); Associate Vice Chancellor for Personnel Administration, Division of Academic and Student Affairs (328-1888 or 328-5442) or Assistant Vice Chancellor for Health Sciences Personnel Administration, Division of Health Sciences (744-1910)

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1. Purpose  
This policy provides leave with pay for eligible faculty (defined in Section 2 below) for cases of a serious health condition and/or parental leave (defined as birth, adoption, and foster care placement of a child). For further explanation, see the Family and Medical Leave Act link under additional references above.
  2. Eligibility
    - 2.1 This policy applies only to faculty members who meet all of the following conditions:
      - 2.1.1 have been continuously employed by East Carolina University for at least twelve (12) consecutive calendar months, and
      - 2.1.2 have continuously held a permanent appointment of at least 75 percent of full-time, and
      - 2.1.3 who participate in either the Teachers' and State Employees' Retirement System of North Carolina or the Optional Retirement Program, and
      - 2.1.4 who do not accrue sick leave.
    - 2.2 This policy does not apply to faculty members with temporary appointments or to faculty who are employed with less than 75 percent appointments.
    - 2.3 A period of employment in a non-eligible status may not be used to partially meet the requirement for 12 consecutive months in an eligible capacity.
    - 2.4 ~~Leave benefits are available to eligible faculty members only during a period when the faculty member is contractually employed. For nine-month faculty members, the contract employment period is defined as the regular academic year between Opening Day Convocation for Fall Semester in August and Commencement at the end of Spring Semester in May.~~
      - 2.4.1 Teaching duties in the summer terms by nine-month faculty members are covered under a separate contract, and paid leave under this policy is not provided for absence during a contracted summer term.
    - 2.5 This policy applies only to faculty and not to other employment categories, including but not limited to categories of Senior Academic and Administrative Officer (SAAO Tier I or Tier II), EPA Non-faculty (NF-EPA Instructional or Research), SPA/CSS, Postdoctoral Fellows, or student employees.



3. Description of Benefit

3.1 The total leave benefit for an individual faculty member for all leave benefits (with or without pay) under this policy and in accordance with the FMLA is 12 calendar weeks within any consecutive 12-month period. Note in section 3.3.1.2 below, under the North Carolina Family Illness Act, a faculty member is entitled to an extension of up to 52 weeks of leave without pay during a five-year period in cases of serious illness of a child, spouse, or parent.

3.1.1 A faculty member is eligible for a total maximum of 12 calendar weeks of leave with pay within a 12-month period, regardless of the number of qualifying events that occur during the 12-month period. **The start date of the first leave sets the clock for the 12-month period for leave with or without pay under this policy.** ~~The date of the first qualifying event sets the clock for the 12-month period for leave with or without pay under this policy.~~ [See 5.3 regarding use of any accrued leave balance prior to utilizing paid leave benefits under this policy.]

3.2 Leave with pay

3.2.1 For qualifying reasons defined in the federal Family and Medical Leave Act, leave with pay is available to a faculty member who meets the eligibility criteria defined in section 2 above.

3.2.2 Serious Health Conditions – For documented serious health conditions as defined in FMLA a faculty member is eligible for leave with pay for a maximum of 12 calendar weeks in any consecutive 12-month period. See section 4.2 for certification requirements.

3.2.3 Primary Caregiver – For birth, adoption, or foster care placement of a child, the primary caregiver is eligible for leave with pay for 12 consecutive calendar weeks **any time within the 12 month period immediately following or briefly prior to the documented qualifying event.** ~~beginning on the date of the documented qualifying event.~~

3.2.4 Secondary Caregiver – For birth, adoption, or foster care placement of a child, the secondary caregiver, if also employed by East Carolina University, is eligible for leave with pay for up to 21 consecutive calendar days (in addition to the leave with pay for the primary caregiver) any time within the 12 month period immediately following the documented qualifying event.

3.2.5 Health/medical complications arising due to pregnancy and childbirth will be treated as any other serious health condition [see 3.2.2 above].

3.2.6 Dependent Care or Care for a Family Member – For required care of an FMLA-designated dependent or immediate family member who has an FMLA-qualified serious health condition, the faculty member is eligible for leave with pay for a maximum of 12 calendar weeks in any consecutive 12-month period.

3.2.7 Two eligible employees may choose to share the 12 calendar weeks of leave with pay, but in no case may two eligible employees each receive 12 calendar weeks of leave with pay for the same qualifying event.

3.2.8 In no case is an employee eligible for both 12 calendar weeks of leave with pay and 21 calendar days of leave with pay for a single qualifying event.

3.3 Leave without pay

3.3.1 *For qualifying reasons defined in the federal Family and Medical Leave Act, leave without pay is available to faculty members who meet the eligibility criteria defined in section 2 above.*

3.3.1.1 For qualifying events defined in section 3.2.1 above, after a period of approved leave with pay is exhausted, additional leave (without pay) up to a total maximum of 12 calendar weeks (including leave with and without pay) may be approved within any consecutive 12-month period. In no case will leave with or without pay under FMLA be approved beyond a total of 12 calendar weeks within any consecutive 12-month period. [see section 4.6]

3.3.1.2 After exhausting 12 calendar weeks of leave with or without pay pursuant to this policy, a faculty member with twelve (12) months of eligible service is entitled under the North Carolina Family Illness Act, to an extension of up to 52 weeks of leave without pay during a five-year period in cases of serious illness of a child, spouse, or parent.

3.4 Short-term Disability Benefits

3.4.1 Employees are eligible for short-term disability benefits under the Disability Income Plan of North Carolina after both of the following conditions are met:



3.4.1.1 one year of contributing membership within the past 36 months in the Teachers' and State Employees' Retirement System of North Carolina or the Optional Retirement Program, and

3.4.1.2 a 60 (sixty) calendar-day waiting period from the date of disability onset. More information about disability benefits can be found on the Human Resources Benefits web site [see link in additional references above].

3.4.2 Employees may purchase supplemental disability insurance coverage offered by plans approved and available through the Human Resources Benefits Office. [see HR Benefits web link above]

4. Administration of Benefit

4.1 The faculty member's request for leave with pay will be made in writing to the Human Resources Benefits Office by completing the form entitled "Request for Faculty Serious Illness and Disability Leave" located on the Human Resources Benefits web site.

4.2 Medical certification of the faculty member's serious health condition, including a statement from an eligible health care provider (as defined under FMLA) about the probable length of absence from normal duties, is required. If the request is for the purpose of caring for a family member or dependent, the University also requires medical certification of that person's illness or disability and documentation of the circumstances which make it impossible or difficult for the faculty member to carry on with normal duties. The faculty member is responsible for submitting the provider's medical certification within 15 calendar days of the request for leave.

4.2.1 In the case of parental leave, adoption or foster care, documentation of the qualifying will be required and shall be submitted within 15 calendar days of the request for leave.

4.2.2 Forms for use by eligible health care providers to document the illness or disability and anticipated duration are located on the Human Resources Benefits web site.

4.3 The Human Resources Benefits Counselor will review the medical certification from the health care provider or the documentation of a parental leave qualifying event and determine the eligibility of the faculty member for leave with pay under this policy. If the Human Resources Benefits Counselor determines that the employee is not eligible for leave with pay benefits under this policy, the Human Resources Benefits Counselor will notify the faculty member of the decision in writing, including the grounds for denial of the requested leave benefit. The faculty member may appeal this decision to the Director of Benefits. The decision of the Director of Benefits is final.

4.4 The Human Resources Benefits Counselor will provide the appropriate vice chancellor with written notification of the faculty member's eligibility for leave with pay under this policy. For approved leave with pay, the appropriate vice chancellor will issue a letter to the faculty member informing him or her of the beginning and ending dates of leave with pay authorized, with copies to appropriate unit administrators.

4.5 It is the faculty member's responsibility to inform the unit administrator in writing of the anticipated absence under this policy within **15 calendar days** after the faculty member becomes aware of the qualifying reason for leave. Senators asked that the Academic Council address the Faculty Senate's concern with revising the 15 calendar days to a requirement more in keeping with existing social norms regarding public revelations that a woman is pregnant.

4.5.1 The unit administrator is responsible for securing, to the extent possible, substitute personnel for the duration of the faculty member's approved leave (with or without pay). The cost of substitute personnel is the responsibility of the academic unit. **If the academic unit cannot secure funding, then the unit administrator is responsible for requesting the necessary funding from the next higher level of administration, up to the level of the appropriate Vice Chancellor.** Any adjustments in work schedules within the unit are at the discretion of the unit administrator, with the approval of the next higher administrator, and are subject to unit and institutional needs and resources.

4.5.2 Upon the faculty member's return to work after a period of approved leave (with or without pay) under this policy, the unit administrator and the faculty member will determine together the completion of assigned responsibilities during the remainder of the academic term. Similarly, when a faculty member anticipates the need to request leave (with or without pay) under this policy prior to the beginning of an academic term, the faculty member should inform the unit administrator within 15 calendar days so that qualified substitute personnel can be secured by the unit administrator as early as possible.



- 4.6 The FMLA entitlement of 12 weeks of leave without pay will run concurrently with any period of leave with pay under this policy. The period of leave with pay will also be designated as family medical leave under FMLA.
- 4.7 Leave with pay may not extend beyond the end of the faculty member's contract period as defined in section 2.4 above.
- 4.7.1 If the illness or disability requires an absence from faculty duties longer than 12 (twelve) calendar weeks within a 12-calendar-month period, the faculty member may apply in writing to his or her unit administrator for a leave of absence without pay in accordance with provisions of the *ECU Faculty Manual*.
- 4.7.1.1 The faculty member may also apply to the Human Resources Benefits Office for salary continuation through the Disability Income Plan of North Carolina and through any other optional disability program(s) in which he or she may be enrolled.
- 4.8 In cases of serious illness of a child, spouse, or parent, the North Carolina Family Illness Act allows the faculty member to apply in writing for extension of up to 52 weeks of leave without pay during a five-year period. Application is made through the Department of Human Resources Benefits Office.
- 4.9 Any unused leave pursuant to this policy is not eligible for terminal leave payment when the faculty member leaves the employment of the University, and it may not be used to extend years of creditable state service for retirement benefits. However, it must be exhausted prior to participation in the Disability Income Plan of North Carolina available to eligible employees.

5. Use of Leave with Pay

- 5.1 The leave with pay provided under this policy may be used for serious health conditions, pregnancy, birth, adoption, or foster care placement of a child as defined in section 3.2 above. A faculty member who anticipates an absence from duties for longer than three (3) days for qualifying reasons under FMLA shall inform the unit administrator as soon as possible. In cases of medical emergency, this notice should be given as soon as practicable (see section 4.5 above)
- 5.2 Faculty will not be penalized because they require time away from work caused by or contributed to by conditions such as pregnancy, miscarriage, childbirth, or recovery. Disabilities resulting from pregnancy shall be treated the same as any other covered disability. The type and nature of the faculty member's duties during pregnancy will be determined by the department head in consultation with the faculty member and upon advice the faculty member receives from her eligible health care provider. Revisions to the faculty member's assignments will be documented in a written agreement signed by the unit administrator and the faculty member. [Note: for information related to parental leave, see section 3.2 above.]
- 5.3 Faculty members who have an accrued balance of sick leave from a previous leave-earning employment status must exhaust their accumulated sick leave balance prior to utilizing the benefit of leave with pay provided by this policy. Sick leave that has accrued will be considered as part of the maximum 12 (twelve) calendar-week eligibility for leave with pay under this policy.

6. Record-Keeping

- 6.1 This policy provides an important financial benefit; therefore, accurate records must be maintained. The Human Resources Benefits Office and the appropriate vice chancellor will maintain all official records, and the vice chancellor will make an annual report on the use of leave under this policy to the Chancellor and to the Chair of the Faculty no later than August 1 each calendar year.

7. Coordination with Other Policies

- 7.1 Partial leaves of absence are not permitted under this policy. However, at the faculty member's discretion and with approval of his or her health care provider, where health conditions suggest that the faculty member may continue to perform some but not all of his or her assigned faculty responsibilities during an academic term, the relative weights among teaching, research, service, and clinical care may be revised [see Appendix C of the *Faculty Manual*] so long as the reassignment of responsibilities is completed in a manner that minimizes the impact on academic program quality.
- 7.2 Consistent with Appendix D of the *Faculty Manual*, an untenured, probationary term (tenure-track) faculty member who is granted leave under this policy may be eligible for an extension of the probationary term. The faculty member must submit a written request to the unit administrator for



a probationary term extension, subject to approval by the Chancellor, at the time the paid leave is granted.

7.3 The leave with pay provided for under this policy shall have no effect on the faculty member's other employment benefits.

7.4 Consistent with the *Faculty Manual*, Part VI and Appendix I, the faculty member may not engage in other employment or compensated arrangements during the period of leave with or without pay under this policy.

7.5 A faculty member granted leave under this policy may request in writing to the unit administrator to have his or her five-year post-tenure review delayed by a period agreed upon by the faculty member, unit administrator, dean, and vice chancellor. The terms of such an agreement will be stated in writing and signed by the faculty member and the approving administrators.

8. Confidentiality

Communications and documentation concerning leave requested or approved pursuant to this policy shall constitute confidential records in accordance with North Carolina law.

9. Effective Date

This policy is effective \_\_\_\_\_ [INSERT DATE APPROVED] after approval by the ECU Board of Trustees and shall supersede any previous policies granting leave to faculty members for FMLA qualifying events. A faculty member who is absent on approved leave at the time this policy becomes effective will continue to receive the leave benefits approved for that absence until the period of approved leave expires.

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Faculty Senate Resolution #10-47

Proposed additional revisions to the *ECU Faculty Manual*, Part V. Academic Information, Section II. Academic Facilities, C. Emergency Action Plan.

**Additional suggested revisions to Section II. C. Emergency Action Plan are noted below in bold print.** (Final action on other revisions in Section II. Academics was taken in March 2010, FS Resolution #10-15.)

II. Academic Facilities

**Revise and maintain in the Faculty Manual.**

**C. Emergency Notification & Actions**

**The University has established an Emergency Notification System called ECU Alert. Through ECU Alert, the campus community is warned of dangerous situations and receive emergency action instructions through email, pop-up box, web page, tone, text and voice through VOIP phones, scroll bars on plasma screen displays, outdoor speaker system, text messaging and Tweets. Faculty should establish several ways to receive these alerts and emergency action instructions. Initial Alerts, emergency instructions and follow-up information will be posted on line at [www.ecu.edu/alert](http://www.ecu.edu/alert). Faculty must become familiar with exit routes as well as shelter-in-place procedures for their classroom/s and building/s. Once an alert has been issued, it is the responsibility of Deans, Department Heads and Vice Chancellors to verify that all units have received and are following the Alert instructions.**

~~C. Emergency Action Plan~~

~~Once notified of an emergency, the appropriate vice chancellor will inform the unit heads who will notify department chairs. The department chairs are responsible for notifying their faculty who will inform students in the classroom buildings of the specific emergency and what actions should be taken. If the emergency is one that requires people to stay away from the campus, the appropriate vice chancellor will notify all faculty off campus not to come on campus until the emergency is over.~~



**Proposed New Section in the Faculty Manual.**

**D. Emergency Evacuation Procedures**

Faculty have responsibility for familiarizing themselves with emergency plans for their unit and are expected to assist with and encourage complete building evacuation whenever the fire alarm system is activated or when instructed to do so through other means of notification. Faculty are expected to inform students in the classroom buildings of the specific emergency and what actions should be taken. Attempts should not be made to fight a fire unless trained in the proper use of fire-fighting equipment. Faculty are not expected to place themselves in a position that will compromise their safety. Once safely outside the building faculty should remain with their class, identifying any missing students and provide names and any other pertinent information to ECU Police or Greenville Fire Rescue.

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Faculty Senate Resolution #10-48

Proposed revisions to the *ECU Faculty Manual*, Part VI. Section VII. C. Serious Illness and Disability Leave for Faculty Policy

Additions are noted in **bold** print and deletions in ~~strikethrough~~.

**Revise text and maintain in the Faculty Manual.**

**Revised actual policy should be relocated to the University Policy Manual.**

**C. Faculty Serious Illness and Parental Leave Policy**

**This policy provides leave with pay for eligible faculty for cases of serious health conditions, maternity leave, or parental leave. See the *University Policy Manual* for more information.**

~~C. Serious Illness and Disability Leave for Faculty Policy~~

~~The purpose of this policy is to provide permanent faculty who do not currently earn sick leave with paid leave for cases of a serious health condition, maternity leave, or parental leave as defined under the Family and Medical Leave Act (FMLA). The purpose of this policy is also to coordinate leaves granted under federal and state acts such as the FMLA [29 U.S.C. § 2601, et seq.], the North Carolina Family Illness Act (NCFIA) [SB1115, Section 28.3B], and the UNC Policy on Serious Illness and Disability Leave for Faculty [UNC Policy 300.2.11(G)]. All three policies cover the same serious health conditions, maternity leave or parental leave. This policy supplements the FMLA and NCFIA to provide for a period of paid leave rather than such leave being unpaid. This policy does not apply to brief absences of 14 calendar days or less that are usually accommodated informally. This policy is intended to apply to short-term and intermediate-term disability of up to one year. Exceptional cases may be considered by the University. All eligible East Carolina University faculty members with a medically verifiable serious health condition as defined below are covered under this policy. The review by university administrators focuses exclusively on verifying the documentation of the condition...~~

~~X. Effective Date~~

~~This policy shall become effective immediately upon approval by the Board of Trustees of East Carolina University and shall supersede any previous authority granting leave for faculty, if any. (Approved: May 6, 2005, East Carolina University Board of Trustees)~~

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### Faculty Senate Resolution #10-52

Additional Proposed Revisions to the *ECU Faculty Manual*, Part V. Academic Information, Section I. Academic Procedures and Policies, New Subsection: Final Examinations.

(Please note these additional revisions follow those already adopted by the Faculty Senate (FS Resolution #10-08) in February 2010 and address suggested revisions offered by Chancellor Ballard in his letter dated 3-24-10 (**noted in red**).)

### **Revise and maintain in the Faculty Manual.**

#### **Final Examinations**

The normal expectation is that the completion of **both face to face and online** courses will include a final examination. Final examinations are required at the discretion of the faculty member and must be scheduled in the course syllabus made available to students. If a final examination is not given during the final examination period, the faculty member must meet with the class during the scheduled examination time and use the allotted time for an appropriate instructional activity.

Final examinations are held at the close of each term and a final examination schedule is determined each semester by the Calendar Committee. There will be no departure from the printed schedule of examinations. Changes for individual student emergencies of a serious nature will be made only with the approval of the instructor. A student who is absent from an examination without excuse will be given a grade of F for the examination. An incomplete (I) for the course will only be given in the case of a student absent from the final examination who has presented a satisfactory excuse to the instructor.

No test intended to substitute for the final exam may be given during the week preceding the final examination period. Faculty may not give an examination nor an assignment in lieu of an examination on Reading Day. Students should not be permitted to continue a test or an examination after the end of the examination period.

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### Faculty Senate Resolution #10- 53

Proposed Revisions to the *ECU Faculty Manual*, Part V. Academic Information, Section I. Academic Procedures and Policies, Subsections K. Office Hours and L. Ordering Textbooks and Collateral Material.

Additions are noted in **bold** print and deletions in ~~strikethrough~~.

### **Revise and keep in the Faculty Manual.**

#### K. Office Hours

**In addition to teaching, each instructor must maintain office hours five hours during a work-week to be available to advisees and to campus and online students who wish to consult with him or her. It is strongly recommended that the instructor be available either on campus or online at least one hour each day during the work-week.**



**Instructors who teach only face to face Courses:** Instructors must maintain office hours in a designated location for a minimum of five hours during the work-week to be available to counsel students or to answer email.

**Instructors who teach only online courses:** Instructors must establish a time frame of a minimum of five hours during the work-week in which they are available to answer email from students who wish to consult with them.

**Instructors who teach a hybrid online face to face course or a combination of online and face to face courses:** Instructors must maintain office hours in a designated location for a minimum of five hours during the work-week to be available to counsel students to answer the email of their online students.

**Each Instructor is to submit to the unit administrator a schedule of their office hours and the unit administrator is to have a complete schedule of the office hours of all Instructors of the unit. The office hour availability schedule is to be posted on the Instructors office door and/or on the online course website.**

~~In addition to teaching, each member of the faculty must maintain office hours five hours during a work week to be available to advisees and to campus and distance education students who wish to consult with him or her. It is strongly recommended that the adviser be available daily either on campus or online at least one hour each day. The office hour availability schedule is to be posted on the faculty member's office door and/or online course website, and included in the syllabus so that students may make arrangements for individual consultations. Each unit administrator is to have a complete schedule of the office hours of all faculty of the school or department. Except during assigned instructional hours, faculty members must be available to students during registration, early registration (except when assigned to registration duties elsewhere) and drop-add periods. (FS Resolution 09-24, June 2009)~~

**Revise and keep in the Faculty Manual.**

**L. Ordering Textbooks and Collateral Material**

**All items, including textbooks and supplies, that the students are expected to purchase should be requisitioned each semester in a format provided by the Dowdy Student Stores. Book requisitions received on the requested due dates allow the store time to prepare buy-back lists used in purchasing from the students any book that they no longer need. This helps the students to keep the total costs of textbooks down as much as possible.**

**In a cooperative arrangement the Dowdy Student Stores provides an instructor publishing service for supplemental course materials. The store provides quality academic course materials that are sold alongside the textbooks for the course. The coursepack department of the store will obtain copyright permission, process orders, and calculate and collect royalties. This service is provided at no charge to your department. A complimentary desk copy of their coursepack is available to the instructors upon request.**

**Unit administrators or their designees will inform instructors when textbook and course supply orders are due. Instructors submit a requisition for each course providing the information needed to order the necessary books and supplies. If no textbook is required for a**



course this should be so noted. Unit administrators should retain a copy of the requisitions in each departmental office for future reference.

The university-owned Dowdy Student Stores, located in the Wright Building, has available the books and supplies that are needed by the students to obtain their education. All items, including textbooks and supplies, that the students are expected to purchase should be requisitioned each semester on forms provided by store. These forms are sent to the departments approximately two weeks prior to the dates listed below. In order to allow ample time for the ordering and receiving process, the manager of the store requests that all requisitions be turned in by the following dates:

- \_\_\_\_\_ Fall Semester Requisitions Preceding March 17
- \_\_\_\_\_ Spring Semester Requisitions Preceding October 19
- \_\_\_\_\_ Summer Session Requisitions Preceding February 20

Book requisitions received on these dates allow the store time to prepare buy-back lists used in purchasing from the students any book that they no longer need. This helps the students to keep the total costs of textbooks down as much as possible.

Deans and department chairpersons distribute these requisitions and collect the completed forms from the instructors involved in book and supply ordering. The entire group of requisition forms from the school or department is forwarded, as soon as possible, to Dowdy Student Stores. A textbook requisition form should be completed for each course giving all the information needed to order the books and materials. When no textbook is required for a course, the form should be filled out to this effect. The information should be typed on the forms, if possible, and the designated copy retained in each departmental office for future reference.

Careful and accurate estimates of student enrollments should be furnished to the textbook manager of Dowdy Student Stores in order to avoid overstocking of books and supplies which may become obsolete and result in financial loss to the university. Members of the faculty should acquaint themselves with certain information concerning textbook and supply orders at the time the order forms are distributed to them.

1. Dates that publishers furnish for the availability of new books are almost invariably over-optimistic, and instructors should order an edition only after it has been published rather than on the strength of the publisher's promised date of publication.
  2. Unless there is some compelling reason for using an old edition, instructors should use the newest edition available.
  3. Only textbooks that are requisitioned for the following term will be bought back at 50 percent of the new retail price for resale purposes, provided the store is not already overstocked.
  4. Supplies that the students will be required to purchase should be requisitioned on the supplies requisition form provided by Dowdy Student Stores.
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#### Faculty Senate Resolution #10- 63

Proposed Revisions to the *ECU Faculty Manual*, Part V. Academic Information,  
Section I. Academic Procedures and Policies, Subsections X. Student Conduct

Additions are noted in **bold** print and deletions in ~~strikethrough~~.

**Revise and maintain in the Faculty Manual.**

#### **X. Student Conduct**

**The Student Code of Conduct and the procedures for its administration and enforcement exist to promote standards of behavior that create a positive environment in which students can learn and live. Instructors should be familiar with the Student Code of Conduct and refer students whose behavior violates community standards and/or disrupts any normal curricular or extracurricular functions of the university to the Office of Student Rights and Responsibilities or the Dean of Students. In addition, instructors should follow the steps for addressing Disruptive Academic Behavior in the classroom as outlined in Section Y. The Student Code of Conduct applies to both individual students and student groups/organizations. The Student Code of Conduct is available at: [http://www.ecu.edu/cs-studentlife/policyhub/conduct\\_code.cfm](http://www.ecu.edu/cs-studentlife/policyhub/conduct_code.cfm).**

**The Academic Integrity Policy governs student conduct directly related to academic activities involving ECU students. All alleged violations of the policy must be resolved in accordance with the procedures outlined in the Academic Integrity Policy as found in Part IV Academic Integrity of the ECU Faculty Manual. The Academic Integrity Policy is available to students at: [http://www.ecu.edu/cs-studentlife/policyhub/academic\\_integrity.cfm](http://www.ecu.edu/cs-studentlife/policyhub/academic_integrity.cfm).**

~~At times it may seem appropriate for an instructor to refer problems of student conduct in class to other agencies for assistance. Conduct such as verbal or physical harassment should be reported to the dean of students. Destructive or unruly behavior in class should be reported to the dean of students. Appropriate disciplinary action will be taken against a student who participates in any illegal activity which results in the disruption of any normal curricular or extracurricular functions of the university. Cheating or plagiarism will be dealt with according to the procedures outlined in Part IV, Academic Integrity of the *ECU Faculty Manual*.~~

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#### Faculty Senate Resolution #10- 64

Proposed Revisions to the *ECU Faculty Manual*, Part V. Academic Information,  
Section I. Academic Procedures and Policies, Subsection V. Student Advising.

Additions are noted in **bold** print and deletions in ~~strikethrough~~.

**Revise and keep in the Faculty Manual and Link with other advising information.  
Faculty Academic Advising**

**Academic advising is a primary responsibility of faculty which is integral to student success. Student and faculty interaction outside the classroom is associated with greater student engagement and learning. The important contributions of faculty academic advising should be recognized at all levels of the university.**



### **Undergraduate Advising**

The academic advising process provides the opportunity for faculty members to influence students' approach to the learning experience and better understand the Liberal Arts Foundations, the major discipline, and related careers.

In those academic units in which faculty are assigned undergraduate academic advising faculty members are expected to meet these responsibilities by:

- Being familiar with the undergraduate catalog, knowing the foundation curriculum requirements and the requirements of the majors in their unit.
- Making advising readily available during the semester.
- Encouraging student decision-making and responsibility for their educational progress.
- Discussing the rationale and integration of the liberal arts foundations with the coursework and experiences in the major and minor field of study.
- Assisting the student in identifying and pursuing educational goals and objectives and in securing information about career opportunities.
- Promoting major-related student organizations, including interest, service, honorary, and professional organizations as available.
- Working closely with students on senior summaries to assure their accuracy.
- Making appropriate referrals to other university resources when necessary to assist the student.
- Maintaining files and notes on student progress.

### **V. Student Advising**

To assist students in their academic programs, the university has established in each college, school, and department a system of student advising wherein the student is assigned to a faculty member who serves as his or her adviser. The adviser helps to plan the student's academic program, particularly during registration periods; keeps a record of progress; and is available throughout the year for additional counseling. In advising students, faculty members should make themselves thoroughly familiar with official announcements, posted on official bulletin boards at key locations on campus, and with academic regulations described in the undergraduate and graduate catalogs. Advisers should make every attempt to give effective guidance to students in academic matters and to refer students to those qualified to help them in other matters; but, the final responsibility for meeting all academic requirements for a selected program rests with the student. The student may obtain additional help from the chairperson of the major department or the dean of the college or school. Further counseling needs are met through the services of the Counseling Center, Career Services, the Testing Center, the Speech and Hearing Clinic, the Student Health Services, and Handicapped Student Services. Personal counseling is also offered by residence counselors.

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Faculty Senate Resolution #10- 65

Proposed Revisions to the *ECU Faculty Manual*, Part XIII. Promotion and Tenure Timeline.

Additions are noted in **bold** print and deletions in ~~strikethrough~~.

**The timelines designated in this schedule are the normal review cycle for the stated personnel actions. The Chancellor may approve an adjustment to these timelines when compelling circumstances, as determined by the Chancellor, justify a temporary revision.**

Promotion and Tenure Timeline – Spring before Decision Year\*

Action	<del>Due Date</del> 9 and 12 Month Faculty <b>Deadline</b>	Time Allotted for Decision
<b>Faculty</b> Request to the Committee for promotion or early conferral of permanent tenure <del>(this step not necessary for normal tenure timeline)</del>	1 <sup>st</sup> Friday in <b>February</b> <del>March</del>	
Faculty member submits list of potential external reviewers to committee	<del>1<sup>st</sup></del> <b>3<sup>rd</sup></b> Friday in February	
Committee submission of a list of external reviewers to the unit administrator <b>and Selection of</b> <del>(Materials should to be sent to reviewers. in a timely manner with sufficient time for completion.)</del>	Last <b>2<sup>nd</sup></b> Friday in March	
Unit Administrator sends <del>formal request letter</del> and materials to <b>confirmed</b> external reviewers	<del>3<sup>rd</sup></del> Last Friday in April	<del>3</del> <b>6</b> weeks



### Promotion and Tenure Timeline – Fall of Decision Year\*

Action	<del>Due Date</del> 9 and 12 Month Faculty <b>Deadline</b>	Time Allotted for Decision	Health Sciences Division <b>Deadline</b>	Time Allotted for Decision
Unit Administrator informs committee of upcoming need for a meeting	1 <sup>st</sup> Tuesday in September		1 <sup>st</sup> Tuesday in September	
External reviewer's reports due	1 <sup>st</sup> Tuesday in September		1 <sup>st</sup> Tuesday in September	
Faculty turns in PAD to Committee	2 <sup>nd</sup> Tuesday in September		2 <sup>nd</sup> Tuesday in September	
Committee decision <b>recommendation</b> /PAD to unit administrator	2 <sup>nd</sup> Tuesday in October	4 weeks	2 <sup>nd</sup> Tuesday in October	4 weeks
Unit administrator decision <b>recommendation</b> /PAD to Dean (if applicable) (note: Brody School of Medicine P&T Committee reviews & makes Recommendation to BSOM Dean)	1 <sup>st</sup> 2 <sup>nd</sup> Tuesday in November	3 4 weeks	1 <sup>st</sup> Tuesday in November	3 4 weeks
Dean decision <b>recommendation</b> /PAD to VCAA (or VCHS)	2 <sup>nd</sup> 3 <sup>rd</sup> Tuesday in December	5 weeks	2 <sup>nd</sup> 1 <sup>st</sup> Tuesday in <b>January</b> <del>December</del>	5 6 weeks
VC decision/PAD to Chancellor	2 <sup>nd</sup> 4 <sup>th</sup> Tuesday in January	4 weeks	2 <sup>nd</sup> Tuesday in January	6 4 weeks
Chancellor decision	1 <sup>st</sup> 3 <sup>rd</sup> Tuesday in February	3 4 weeks	1 <sup>st</sup> Tuesday in February	4 weeks
BOT decision (Tenure Only)	Spring BOT meeting	Date varies from year to each year	Spring BOT meeting	Date varies from year to each year



### Reappointment of Probationary-Term Faculty Members Timeline\*

Action	Due Date 9 Month Faculty <b>Deadline</b>	Time Allotted for Decision	Due Date 12 Month Faculty <b>Deadline</b>
PADs due to tenure committee for reappointment decision	<del>1<sup>st</sup></del> <b>3<sup>rd</sup></b> Tuesday in <del>January</del> <b>February</b>		<del>1<sup>st</sup></del> <b>4<sup>th</sup></b> Tuesday in <del>February</del>
Committee decision <b>recommendation</b> reappointment to unit administrator	<del>1<sup>st</sup></del> <b>2<sup>nd</sup></b> Tuesday in <del>February</del> <b>March</b>	<del>3</del> <b>4</b> weeks	<del>1<sup>st</sup></del> <b>3<sup>rd</sup></b> Tuesday in <del>May</del> <b>March</b>
Unit administrator decision <b>recommendation</b> to Dean (if applicable)	4 <sup>th</sup> <b>1<sup>st</sup></b> Tuesday in <b>March</b>	3 weeks	4 <sup>th</sup> <b>2<sup>nd</sup></b> Tuesday in <del>April</del> <b>May</b>
Dean decision <b>recommendation</b> to VCAA (or VCHS)	<del>3<sup>rd</sup></del> <b>Last</b> Tuesday in <b>March</b>	3 weeks	<del>3<sup>rd</sup></del> <b>1<sup>st</sup></b> Tuesday in <del>May</del> <b>June</b>
VCAS (or VCHS) decision	<del>2<sup>nd</sup></del> <b>Last</b> Tuesday in <del>April</del> <b>May</b>	4 weeks	<del>2<sup>nd</sup></del> <b>1<sup>st</sup></b> Tuesday in <del>June</del> <b>July</b>

### Reappointment of Probationary-Term Faculty Members in 2<sup>nd</sup> Year of Employment With Credit for Prior Academic Service Timeline\*

Action	Due Date 9 Month Faculty <b>Deadline</b>	Time Allotted for Decision	Due Date 12 Month Faculty <b>Deadline</b>
PADs due to tenure committee for reappointment decision	<b>1<sup>st</sup></b> Tuesday in <b>September</b>		<b>1<sup>st</sup></b> Tuesday in <b>April</b>
Committee decision on reappointment <b>recommendation</b> to unit administrator	<b>1<sup>st</sup></b> Tuesday in <b>October</b>	4 weeks	<b>1<sup>st</sup></b> Tuesday in <b>May</b>
Unit administrator decision <b>recommendation</b> to Dean (if applicable)	<b>3<sup>rd</sup></b> Tuesday in <b>October</b>	2 weeks	<b>3<sup>rd</sup></b> Tuesday in <b>May</b>
Dean decision <b>recommendation</b> to VCAA (or VCHS)	<b>1<sup>st</sup></b> Tuesday in <b>November</b>	2 weeks	<b>2<sup>nd</sup></b> Tuesday in <b>June</b>
VCAA (or VCHS) decision	<b>3<sup>rd</sup></b> Tuesday in <b>November</b>	2 weeks	<b>3<sup>rd</sup></b> Tuesday in <b>June</b>



### Subsequent Appointment of Fixed-Term Faculty Members Timeline – Spring of Decision Year\*

Action	<del>Due Date</del> 9 Month Faculty <b>Deadline</b>	Time Allotted for Decision	<del>Due Date</del> 12 Month Faculty <b>Deadline</b>
Fixed-term faculty members request reappointment <b>consideration of a subsequent appointment and submit portfolio required by unit code</b>	No earlier than 180 calendar days before term expires and no later than 90 calendar days before term expires		No earlier than 180 calendar days before term expires and no later than 90 calendar days before term expires
Committee and unit administrator notify fixed-term faculty member in writing of subsequent appointment decision	within 30 days of the request	30 days	within 30 days of the request

\*Faculty candidate will be notified **of the recommendation or decision, as appropriate**, in writing within one week at each decision point.

Approved:  
Faculty Senate Resolution #06-09, March 1, 2006  
East Carolina University Chancellor

Revised:  
Faculty Senate Resolution #07-07, March 13, 2007  
East Carolina University Chancellor

Editorially revised 5-3-07